

Policy 803: Records Bureau

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Battle Creek Police Department Records Bureau. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Battle Creek Police Department to maintain department records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 POLICE MANAGEMENT SERVICES MANAGER

The Chief of Police shall appoint and delegate certain responsibilities to a Police Management Services Manager. The Police Management Services Manager shall be directly responsible to the Chief of Police or the authorized designee.

The responsibilities of the Police Management Services Manager include, but are not limited to:

- a. Overseeing the efficient and effective operation of the Records Bureau.
- b. Scheduling and maintaining Records Bureau time records.
- c. Supervising, training and evaluating Records Bureau staff.
- d. Maintaining and updating a Records Bureau procedure manual.
- e. Ensuring compliance with established policies and procedures.
- f. Supervising the access, use and release of protected information (see the Protected Information Policy).
- g. Establishing security and access protocols for case reports in the current Records Management System designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:
 1. Homicides
 2. Cases involving department members or public officials
 3. Juvenile Records
 4. Any case where restricted access is prudent

803.3.2 RECORDS BUREAU

i. The responsibilities of the Records Bureau include, but are not limited to:

- a. Maintaining a records management system for case reports.
 1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.
- b. Entering case report information into the records management system.
 - a. Modification of case reports shall only be made when authorized by a supervisor.
- c. Assisting members of the Department with access to case reports when needed for investigation or court proceedings.
- d. Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics.

- e. Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing.
- f. Identifying missing case reports and notifying the responsible member's supervisor.
- g. Completing Michigan State Police-mandated notification and data reporting, using required forms and processes, including:
 - . Monthly Uniform Crime Reporting ([MCL 28.251](#)).
 - a. Missing persons and children reporting as described in the Missing Persons Policy.
 - b. Reporting sexually motivated crimes and crimes involving sexual conduct ([MCL 28.247](#)).
 - c. Reporting incidents of domestic violence ([MCL 28.257](#)).
 - d. Reporting crimes motivated by prejudice or bias based upon race, ethnic origin, religion, gender or sexual orientation ([MCL 28.257a](#)).
 - e. Reporting accidents resulting in personal injury, death or property damages totaling \$1,000 or more ([MCL 257.622](#)).

803.4 FILE ACCESS AND SECURITY

The security of files in the Records Bureau must be a high priority and shall be maintained as mandated by state or federal law. Juvenile Records are maintained electronically in RMS. For extra security measures, RMS reports automatically defer to printing the report without the juvenile name included. The Records Bureau will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

803.4.1 ORIGINAL CASE REPORTS

Generally, documents shall not be removed from the Records Bureau. Should an original document be needed for any reason, the requesting department member shall first obtain authorization from the Police Services Manager. All original documents removed from the Records Bureau shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original document may be removed from the Records Bureau.

All original documents to be removed from the Records Bureau shall be photocopied and the photocopy retained in the file location of the original document until the original is returned to the Records Bureau. The photocopied report shall be shredded upon return of the original report to the file.

803.5 CONFIDENTIALITY

Records Bureau staff has access to information that may be confidential or sensitive in nature. Records Bureau staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Bureau procedure manual.

803.6 ISSUING AUTHORITY



Jim Blocker
Chief of Police

Effective Date

July 27, 2018